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ABSTRACT

Supporting performance objective 74 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on transcribing from recorded media are included in this packet. (The packet is the first in a set of four on performing stenographic activities--CE 016 974-976.) The student materials include two learning activities, a test, and the instructor's final checklist. The instructor's manual includes notes to the teacher and keys for the test letters which should be recorded on cassette tapes for student learning experience. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the four packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155462

PERFORMING STENOGRAPHIC ACTIVITIES TRANSCRIBE FROM RECORDED MEDIA

STUDENT'S MANUAL

Prepared by

Pam Harrison

These materials support
Performance Objective 74 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South CArolina 29631

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TRANSCRIBE FROM RECORDED MEDIA

INTRODUCTION

Transcribing letters from a machine is one of the many ways the secretary saves the boss' time. The busy executive may hand the secretary a tape containing letters that have been recorded in his/her spare time or travel and then proceed to something else while the secretary transcribes the letters and prepares them for his/her signature. In this package you will take dictation from a tape and transcribe it in mailable form.

ENTERING BEHAVIOR

Before beginning work on this package, the student should have completed Performance Objective 81, Type Business Letters.

OBJECTIVES

Given a tape containing four (4) letters of average length, the student will:

1. Transcribe three (3) of the four (4) letters in correct mailable style.
2. Complete the three (3) letters in 45 minutes.

TURN TO THE NEXT PAGE

LEARNING ACTIVITIES

1. READ--selected section from Business English or secretarial procedures book as assigned by your teacher.

2. READ--Student Activity Sheet I, Becoming Familiar with Your Machine.

3. COMPLETE--Student Activity Sheet II, Practice Dictation.

4. COMPLETE--Test Letters.

COMPLETE EACH OF THE ACTIVITIES IN THE ORDER IN WHICH THEY APPEAR ABOVE.

STUDENT ACTIVITY SHEET I

BECOMING FAMILIAR WITH YOUR MACHINE

Become familiar with your transcribing machine by reading your instruction booklet carefully.

Be sure to:

1. plug the machine in
2. place footpedal on the floor in front of you
3. plug earphone into jack on the machine
4. turn machine on. Some machines will automatically come on as soon as they are plugged in.
5. adjust volume to a normal tone

After you have your machine set up, arrange your desk in the appropriate manner. See the illustration on the following page. Be sure you have typing paper in a position where it can be easily reached.

After using the machine, be sure to do the following:

1. Put the machine in its proper place.
2. Label the tapes and store them – never discard any tapes.
3. Type the letters in correct mailable form with a carbon copy.

TURN THE PAGE AND STUDY THE ILLUSTRATION.

In the picture below, this secretary has set up the transcribing machine in a position that is most comfortable for him. He has arranged his desk so that the machine is out of his way.

When transcribing, listen carefully. There will be many instances when your boss will change his/her mind about something he/she said and make corrections. Always listen to the entire letter before starting to type. Keep a file containing all rough draft letters. If there is some question as to what you typed, this would serve as a good source of reference.

TURN TO THE NEXT PAGE.

STUDENT ACTIVITY SHEET II

PRACTICE DICTATION

INSTRUCTIONS

Obtain a tape, recording machine, and instruction booklet from your teacher. After setting up all needed materials and becoming familiar with your machine, transcribe – on clean sheet of paper – the two practice letters on side 1 of the tape. These must be done as mailable letters.

Remember that a mailable letter is one in which there are no mistakes. A mailable letter is typed in correct letter style. Errors are corrected so that they are undetectable.

Use the following as a checklist after typing each letter.

1. Is the letter placed properly on the page?
2. Did I use correct letter style?
3. Made corrections in rough draft letter.
4. Are all the words spelled correctly?
5. Is this a mailable letter?

TURN THE TAPE ON AND TYPE A ROUGH DRAFT COPY OF THE TWO PRACTICE LETTERS. THEN TYPE THE TWO LETTERS IN MAILABLE STYLE USING MODIFIED BLOCK STYLE; MIXED PUNCTUATION; CURRENT DATE. MAKE A CARBON COPY OF EACH LETTER. AFTER TYPING THE LETTERS, CHECK THEM WITH THE ONES ON THE FOLLOWING PAGE.

PRACTICE LETTER 1

CURRENT DATE

Mr. Rory Sutton
36 Kember Lane
Columbia, SC 29209

Dear Mr. Sutton:

We are sorry, Mr. Sutton, to inform you that your application for the position as Sales Manager of our Shoe Department arrived too late.

We were very impressed by your application. The experience you have had is excellent. We were also impressed by the fact that you have been on several buying trips while you were employed by Stevenson's Shoe Boutique.

The person we hired also had a very impressive application. This person, however, had four years of college which was one of the qualifications for this position. We are not saying that you would not do an excellent job, Mr. Sutton, but we must follow the job requirements in filling this position.

Thank you for your interest in our company.

Sincerely,

(Mrs.) Susan Self
Personnel Manager

PRACTICE LETTER 2

CURRENT DATE

Miss Donna Ellis
Apartment 32
Springfield Road
Columbia, SC 29204

Dear Miss Ellis:

We have written you several letters asking for payment of your unpaid balance of $135. It is not like you to miss a payment.

Is there anything wrong that is keeping you from paying this past due balance? If you are having some financial difficulty, let us know and we will try to set up an agreement by which you can pay a smaller amount each month. We would hate for you to damage your credit rating. If we do not hear from you within a week, however, we will assume that you are not going to pay this balance. At that time we will have no choice but to turn this matter over to our lawyers for collection.

Please write us today and send us your check.

Yours very truly,

James Johnson
Credit Manager

TURN TO NEXT PAGE

TEST

Turn the tape over to Side 2 and make rough draft copies for the four (4) letters contained on the tape. After making these rough draft letters, transcribe at least three (3) of them in correct mailable form. It is left up to you to decide what letter style and punctuation style to use. After typing at least three (3) of these letters, turn them in to your teacher to be graded.

SITUATION

You are employed by Allenville Collection Agency. Your boss is Mr. James Bishop, Manager. Mr. Bishop is on a very busy schedule. He hands you a tape at 4:15 p.m. and indicates he would like the letters in the 5:00 p.m. mail. Using the tape your teacher gave you, follow the instructions above for completing this assignment.

LAP

Student _____

Date _____

TRANSCRIBE FROM RECORDED MEDIA

Instructor's Final Checklist

Check the student's performance in the following elements of transcribing from recorded media.

Place an X in the appropriate box indicating not accomplished, partially accomplished, or fully accomplished. If, because of special circumstances, the item was impossible to complete, place an X in the "Not Applicable" box.

Performance Level: All items must receive a rating of FULLY ACCOMPLISHED (or Not Applicable). If any items are rated Not Accomplished or Partially Accomplished, the student and instructor will discuss this and decide which learning activities must be repeated.

		Student Performance			
		Not Applicable	Not Accomplished	Partially Accomplished	Fully Accomplished
1.	Typed letter without rough draft	[ ]	[ ]	[ ]	[ ]
2.	Made proper corrections in rough drafts	[ ]	[ ]	[ ]	[ ]
3.	Set machine up properly	[ ]	[ ]	[ ]	[ ]
4.	Used proper letter placement and acceptable form	[ ]	[ ]	[ ]	[ ]
5.	Used the dictionary and other reference books	[ ]	[ ]	[ ]	[ ]
6	Typed all letters in mailable form	[ ]	[ ]	[ ]	[ ]
7.	Finished letters in time allotted	[ ]	[ ]	[ ]	[ ]

PERFORMING STENOGRAPHIC ACTIVITIES
TRANSCRIBE FROM RECORDED MEDIA

INSTRUCTOR'S MANUAL

Prepared by

Pam Harrison

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TO THE TEACHER

This package is to be used either by the individual student or the entire class. To prepare this packet for student use, you will need to record on a cassette tape two practice letters on side 1 and four test letters on side 2. Instructions for dictating these letters are given in your manual. Side 1 is to be completed in approximately 15 to 20 minutes, and side 2 is to be completed in approximately 45 minutes. Therefore, this package will take approximately one to one and a half class periods.

The Instructor's Final Checklist, page 9 in the Student Manual, is a perishable item and should be duplicated for use in rating the test letters of each student.

Keys for the test letters are given in this manual.

Materials Needed

1 cassette containing practice letters and test letters
1 transcribing machine
1 typewriter
several sheets of typing paper
eraser or liquid paper

TO PUT ON CASSETTE TAPE

THE FOLLOWING TWO LETTERS SHOULD BE PUT ON SIDE 1 OF THE TAPE. THEY SHOULD BE DICTATED AT 60 WPM. THESE LETTERS ARE MARKED OFF BY NUMBERS 1, 2, 3, ETC., IN TWENTY WORD INTERVALS. THEREFORE EACH INTERVAL SHOULD BE SAID WITHIN 20 SECONDS.

LETTER 1

Current Date, Mr. Rory Sutton, 36 Kember Lane, Columbia, SC 29209 Dear Mr. Sutton: We are sorry, Mr. Sutton, to[1] inform you that your application for the position as Sales Manager of our Shoe Department arrived too[2] late. (paragraph) We were very impressed by your application. The experience you have had is excellent. We were[3] also impressed by the fact that you have been on several buying trips since – scratch since – make that while[4] you were employed by Stevenson's Shoe Boutique. (paragraph) The position – scratch position make that person we hired[5] also had a very impressive application. This person, however, had four years of college which was one of[6] the qualifications for this position. We are not saying that you would not do an excellent job, Mr. Sutton,[7] but we must follow the job requirements in filling this position. (paragraph) Thank you for your interest in our company. Sincerely,[8] (Mrs.) Susan Self, Personnel Manager

LETTER 2

Current Date, Miss Donna Ellis, Apartment 32, Springfield Road, Columbia, SC 29204 Dear Miss Ellis: We have sent – scratch sent[1] make that written you several letters asking for payment of your unpaid balance of $135. It is not like[2] you to miss a payment. (paragraph) Is there anything wrong that is keeping you from paying this past due balance? If you are[3] having some difficulty – scratch difficulty, make that financial difficulty, let us know and we will try to set[4] up an agreement by which you can pay a smaller amount each month. We would hate for you to damage your[5] credit rating. If we do not hear from you within a week, however, we will assume that you are not going[6] to pay this balance. At that time we will have no choice but to turn this matter over to our lawyers[7] for collection. (paragraph) Please write us today and send us your check. Yours very truly, James Johnson, Credit Manager[8]

THE FOLLOWING ARE TEST LETTERS TO BE PUT ON SIDE 2 OF THE TAPE. THEY ALSO ARE TO BE DICTATED AT 60 WPM AS ON SIDE 1.

LETTER 1

Current Date, Cut-Rate Furniture Company, 3244 Greenview Highway, Denver, CO 45789 Gentlemen: Referring to your[1] letter of October 13 – no make that October 15, we did receive a check for $90 from Mr. Jim Wilkins of Denver. (paragraph)[2] In settlement we are enclosing our check for $81. The balance of $9 is being held as our fee for handling[3] this account. You will notice we have only deducted 10 percent from the total as our fee instead of the[4] usual 50 percent. (paragraph) We are sorry if we have caused you any embarrassment in dealing with your customer. Very truly yours,[5]

LETTER 2

Current Date, Sure Bet Book Company, 1475 West Street, Raleigh, NC 38290 Gentlemen: We are representing the firm of Anderson[1] Paper Company of Charlotte, North Carolina. It has been brought to our attention that your account is six months past[2] due on your statement – scratch statement make that bill of $2,500 for your last shipment of paper. (paragraph)[3] The Anderson Paper Company has been very patient in seeking – scratch seeking make that waiting for payment[4] of this account. They can wait no longer! As representative for this firm, we are asking that you[5] make immediate payment of this account so this matter can be settled at once. (paragraph) We hope that you will take[6] care of this matter as soon as possible so the Sure Bet Book Company will do no further damage to its credit rating. Sincerely,[7]

LETTER 3

Current Date, Anne's Dress Shop, 31 Main Street, Columbia, SC 29201 Gentlemen: You will find enclosed a[1] check for $75. This is in settlement for our account concerning Mrs. Jane Schuler of Columbia. (paragraph) Mrs. Schuler's account was[2] past due $150. The $75 balance is being held as our payment for recovering this amount. Mrs. Schuler[3] has informed us that she will bring – scratch bring make that mail in her charge card so you can close[4] out her account. Please let us know when Mrs. Schuler's account has been closed. We feel it would be[5] to your advantage to make sure this account is closed. (paragraph) Thank you for using our services. Sincerely,[6]

LETTER 4

Current Date, Mr. William E. Jones, 1346 Andrews Street, Columbia, SC 29207 Dear Mr. Jones: After a[1] thorough investigation of your file received from Simpson's Television Mart concerning the television you[2] purchased on March 11, we have advised our client to accept the television that you wish to return and[3] to consider your account closed. (paragraph) Simpson's Television Mart will send a truck to pick up the[4] television on Thursday afternoon. The messenger will have a receipt that will be properly signed. This[5] receipt will be given to you when the television is picked up. (paragraph) If Thursday afternoon is not suitable for you,[6] please arrange with Simpson's a time suitable for you to deliver the television to them. Sincerely,[7]

LETTER 1

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3244 Greenview Highway
Denver, CO 45789

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Very truly yours,

James Bishop
Manager

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Sincerely,

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